

**KING COUNTY DISTRICT COURT
OFFICE OF THE PRESIDING JUDGE**

**PAYMENT CENTER COORDINATOR
JOB DESCRIPTION**

OPEN: 10/11/05 CLOSE: 10/24/05

Who May Apply: This position is open to all qualified applicants.

Where to Apply: Required forms and materials **must** be sent to: Karen L. Tall, Director of Human Resources, King County District Court, Office of the Presiding Judge, 516 Third Avenue, Room W1034, Seattle, WA 98104. You can fax your application materials to Karen L. Tall at the Office of Presiding Judge (206) 296-0596. You can also email your application materials to Karen.tall@metrokc.gov. We are not responsible for incomplete fax or email transmissions. Applications that do not contain all materials requested will not be processed. Application materials must be received by 4:30 p.m. on October 24, 2005, closing date. Postmarks are NOT ACCEPTED.

Please Note: Applications not received at the location specified above may not be processed.

Forms and Materials Required: A King County District Court application form which can be found on King County District Court's homepage, <http://www.metrokc.gov/kcdc/hr.htm>, resume and letter of interest detailing your background and describing how you meet or exceed the requirements are required. The application form is available in two formats: Adobe Acrobat <http://www.metrokc.gov/kcdc/jobapp.pdf> or Microsoft Word <http://www.metrokc.gov/kcdc/jobapp.doc>

Definition

This is a supervisory position which assists the Director of Budget & New Development in managing all of the non-judicial activities that occur in the Payment Center.

Essential Functions

- Is responsible for the supervision and operation of the Payment Center, performing all functions and duties in conjunction with the Director or designee.
- Assures proper implementation of court policies, rules, guidelines and procedures within the Payment Center.
- Establishes and maintains effective working relationships with representatives of other agencies and the public.
- Maintains and compiles statistical data and prepares all mandated and requested reports.
- Assists in hiring and staff appointments.
- Participates in the management team to determine effective caseload management techniques and assigns specific tasks to subordinate employees.
- Ensures personnel within the Payment Center are trained.
- Assists with the regular performance evaluations for the assigned employees.
- Documents employees on their work performance, and, if necessary, recommends corrective action to the Director or designee.
- Maintains procedures.

- Performs accounting of all fines, fees and forfeitures.
- Is responsible for supplies and forms.
- Initiates salary changes for employees.
- Performs other duties as assigned.

Knowledge, Skills & Abilities

- Working knowledge of policies, procedures and laws pertaining to the operation of Courts of Limited Jurisdiction
- Working knowledge of principles of administration, planning, supervision and organization.
- Working knowledge of local, state, federal laws and regulations that apply to personnel management.
- Expert skills to provide training, advice and assistance to subordinates in a wide variety of technical and accounting operations.
- Expert skills in using DISCIS receipting, collections, time pay management, and accounting features
- Ability to plan, delegate, coordinate and improve the work of the location.
- Ability to supervise and motivate subordinate employees to achieve maximum performance levels.
- Ability to identify needs, implement changes and to evaluate outcomes.
- Ability to express ideas and recommendations efficiently both orally and in writing.
- Experience in a court environment using a major data management system to process workload and accounting.
- Possess a working knowledge and experience with software and personal computer applications.
- Knowledge of managing in a union environment.
- Ability to establish and maintain effective working relationships with subordinates public and private officials, other division employees and the public.

Qualifications

An Associates of Arts Degree or equivalent preferred and at least two years of progressive responsibility in a court setting or any combination of education and experience which provides appropriate knowledge, abilities and skills.

Reporting Responsibility

The Payment Center Coordinator is appointed and supervised by the Director of Budget and New Development.

Salary & Benefits

King County Salary Range 51 (\$45,460.10 - \$57,809.15), full King County Benefits, FLSA Exempt (based on a 40 hour work week), Executive Leave Status.